

REQUIRED DOCUMENTS

Required Documents for EMPLOYEES:

1. Social Security Number – You will be required to complete a Request for Taxpayer Identification Number and Certification (W-9) for verification of Social Security Number.
2. Copy of Marriage Certificate.
3. Copy of Birth Certificate.
4. *Names, addresses, phone numbers, and Social Security numbers (optional) of all of your living children and parents regardless of age (if applicable).
5. Copies of documents showing termination of any and all prior marriages and domestic partnerships (i.e. Notice of Entry of Judgment, Death Certificate, Termination of Domestic Partnership) or legal separation court documents, if applicable.
6. Copy of Medicare card (if applicable)
7. Copy of State or Federal issued photo identification (i.e. Driver's License)

Required Documents for SPOUSE:

1. Social Security Numbers - Required to complete a Request for Taxpayer Identification Number and Certification (W-9) for verification of Social Security Number.
2. Copy of Birth Certificate.
3. *Information about previous marriage(s) and/or Domestic Partnership(s).
4. Copy of Medicare card (if applicable)

Required Documents for DOMESTIC PARTNER:

Note: An Affidavit of Domestic Partnership must be on file with the Los Angeles City Employees' Retirement System for at least one year prior to the effective date of retirement in order for your domestic partner to receive eligible survivor benefits.

1. Social Security Numbers – You will be required to complete a Request for Taxpayer Identification Number and Certification (W-9) for verification of Social Security Number.
2. Copy of Birth Certificate.
3. *Information about previous marriage(s) and/or Domestic Partnership(s).
4. Copy of Domestic Partner's Drivers License **or** California Identification Card
5. Copy of your Medicare card (if applicable)

***This information may be listed on the Member Information Sheet if you are retiring**

**DOCUMENTS NEEDED/ SUBSTITUTED TO ESTABLISH DATE OF BIRTH OF MEMBER,
SPOUSE, DOMESTIC PARTNER OR COVERED DEPENDANT:**

Need only one of the following:

1. Birth Certificate
2. Baptismal Document
3. Census Report
4. Naturalization papers
5. Passport
6. Military Form DD214
7. Residency card

Or

Need two of the following:

1. Affidavit from mother or father - must be notarized
2. Affidavit from family members or friends - must be notarized.
3. Your children's birth certificates - must list age or date of birth of employee also
4. School records - must list age or date of birth
5. Marriage license - must list age or date of birth

For Employees Who Are Not Yet Eligible to Retire:

- The documents can be provided to LACERS at any time, and will be scanned into your file.

For Employees Who Are Retiring:

- If you are coming to the LACERS office for an appointment, please provide the documents prior to your appointment date, if possible, and/or bring the originals to your appointment. If you are not coming in for an appointment, please provide the documents as soon as you have chosen a retirement date.

Note: All copies must be clear and legible. Otherwise, please provide the original documents, which will be returned at your request.